

9 Nov 2010

**PQS QUALIFICATION SHEET****Command Trainer (CT) Module**

<b>Name of Trainee</b>	<b>Date Qualified Zone Supervisor</b>	<b>Qualification Start Date</b>

<b>PQS Standard</b>	<b>Trainee (Signature)</b>	<b>PQS Qualifier (Signature)</b>	<b>Date</b>
1. Instructions			
2. Training			
3. PQS			
4. Inspections			
5. Material Management			
6. T-3 Asset Management			
7. Administration			
8. Budget Inputs			
9. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
<b>1. INSTRUCTIONS: Demonstrate a working knowledge of each instruction listed below as it pertains to the role of the Command Trainer:</b>									
a. COMNAVCRUITCOMINST 1136.2									
b. COMNAVCRUITCOMINST 5400.2									
c. COMNAVCRUITCOMINST 5040.2									
d. COMNAVCRUITCOMINST 1500.4									
e. COMNAVCRUITCOMINST 1131.2									
f. COMNAVCRUITCOMINST 1130.8 series									
<b>2. Training (COMNAVCRUITCOMINST 1500.4 series). Explain the Command Trainer's role and requirements for:</b>									
a. Command Indoctrination to include completion time frame and required documentation									
b. Recruiter Development Board(RDB)									
c. Annual, Formal, and GMT training									
(1) Minimum requirements									
(2) Required topics									
(3) Associated websites to aid in training (NKO, NAVADMIN 098/10 for GMT topics, etc.)									
d. Recruiter Evaluation Board(REB) to include when, why, and for whom will these boards be held									
e. Demonstrate the ability to develop the NAVCRUITDIST's annual training plan									
f. Demonstrate the ability to:									
(1) Maintain the required documentation and minimum requirements for Individual Training jackets									

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	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
(2) Maintain required documentation for Departmental/Division Training Binders									
g. Schedule course through NORU									
h. Demonstrate the ability to submit a COMNAVCRUITCOMINST 1500.4, Request for Training form Enclosure (8)									
i. Demonstrate the ability to access N-7's Learning Resource Center									
j. Explain the various training systems:									
(1) Professional Selling Skills Applications (PSA)									
(a) Required participants									
(b) Completion time frame									
(2) Professional Sales Coaching(PSC)									
(a) Required participants									
(b) Completion time frame									
(3) Interpersonal Managing Skills									
(4) Creating Stellar Customer Relations									
(5) Recruiter-in-Charge Field Course									
(6) Zone Supervisor Field Course									
(7) Navy Recruiting Simulation Tool(NRST)									
(8) DEP Tool Kit									
(9) Sales Performance Tool Kit(SPTK)									
(10) OR Tool Kit									
(11) OPO Tool Kit									
k. Demonstrate the ability to host a Webinar via Defense Connect Online (DCO).									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
1. Explain the quarterly review requirements with the NAVCRUITDIST Executive Officer for PSC and PSA completion									
m. Discuss the requirements for the quarterly training review with the NAVCRUITDIST Executive Officer.									
<b>3. PQS (COMNAVCRUITCOMINST 1136.2) Explain the roles and responsibilities of the Command Trainer on the following boards:</b>									
a. Basic Enlisted Recruiter									
b. Advanced Enlisted Recruiter									
c. Recruiter-in-Charge									
d. Zone Supervisor									
e. Basic Officer Recruiter									
f. Advanced Officer Recruiter									
g. Discuss the requirements for the monthly PQS review with the NAVCRUITDIST Executive Officer									
h. Demonstrate the ability to maintain an automated PQS tracking system									
<b>4. Inspections (COMNAVCRUITCOMINST 5040.2)</b>									
a. Discuss the requirements for production inspections									
b. Discuss the requirements for the command inspection including pre and post requirements									
c. Conduct NAVCRUITSTA Inspection									
d. Conduct NORS Inspection									
e. Formulate a plan to correct inspection discrepancies and develop a Plan of Action and Milestones (POA&M)									
<b>5. Material Management</b>									
a. Discuss the requirements for the monthly material inventory									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
b. Demonstrate the ability to order required course material through N7									
<b>6. Train-the-Trainer Assets</b>									
a. Discuss the requirements for obtaining a T-3 quota									
b. Explain the requirements for maintaining T-3 qualifications for all assets assigned.									
c. Discuss the requirements for maintaining T-3 Participant Attitude Questionnaires/Program Module Evaluations.									
<b>7. Administration. Discuss the required reports for:</b>									
a. NAVCRUITDIST									
b. NAVCRUITREG									
c. NAVCRUITCOM									
<b>8. Budget Input (COMNAVCRUITCOMINST 4400.1 and 7132.2)</b>									
a. Station visits									
b. Recruiter Development Boards									
c. Professional Selling Skills Applications and Professional Sales Coaching									
d. RinC and Zone Supervisor conferences									
e. Command collateral duties i.e. DAPA, CFL									
f. Required leadership courses									
g. Annual Command Trainer Conference (COMNAVCRUITCOMNOTE 5050)									
<b>9. Final Qualification</b>									
a. Completion of T-3 certification for PSC and PSA									
b. Must complete CT course taught by N7									

**10. Record of Qualification:**

a. Recommended for CT PQS Qualification Board. Date: \_\_\_\_\_

I, \_\_\_\_\_, certify that \_\_\_\_\_  
(Name/Rate/Qualifier Position) (Name/Rate)  
is ready for final qualification by a PQS Board for the position of CT.

Qualifier's Signature \_\_\_\_\_

b. Qualification Board: Date: \_\_\_\_\_

We certify the examinee to be fully qualified for the position of Command Trainer.

\_\_\_\_\_  
Board President (Name/Rate/Position) (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position) (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position) (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position) (Signature)

\_\_\_\_\_  
Board Member (Name/Rate/Position) (Signature)

c. Reviewed: Date: \_\_\_\_\_

PQS Training Officer, NRD \_\_\_\_\_  
(Signature)

d. Approved: Date: \_\_\_\_\_

Commanding Officer, NRD \_\_\_\_\_  
(Signature)

e. Service Record Entry (Page 4) Date: \_\_\_\_\_

Chief Administrator, NRD \_\_\_\_\_  
(Signature)

You are hereby granted an extension. Your new maximum qualification date is  
\_\_\_\_\_. (Attach a copy of extension request with justification).

\_\_\_\_\_  
PQS Training Officer

Copy to:  
Member's Training Record